

<b>position title</b>	<b>Site Director</b>
<b>location</b>	Westerville
<b>department / section</b>	Children's Programs / Kids Place Before & After School program
<b>employment status</b>	Full-time / Exempt
<b>schedule</b>	Monday – Friday, 7:00am - 6:00pm; schedule may vary to meet the operational needs of the program.
<b>duties</b>	<ul style="list-style-type: none"> <li>Plans and implements daily activities and projects for youth in grades K-5 in alignment with the Ohio K-12 Academic Guidelines.</li> <li>Ensures compliance with all agency and Ohio Department of Job and Family Services licensing requirements and accreditation standards.</li> <li>Interacts with parents to keep them informed of program activities, special events, and addresses questions and concerns.</li> <li>Directs on-site supervision of all staff, including participating in hiring process and maintaining appropriate disciplinary and performance records.</li> <li>Completes staff performance evaluations.</li> <li>Purchases all necessary equipment and supplies and operates within specified monthly budget.</li> <li>Maintains expense reports and submits to Kids Place Program Administrator monthly.</li> <li>Assists Program Director in the development of annual marketing plan.</li> <li>Develops and maintains school and community partnerships.</li> </ul>
<b>education</b>	Four-year degree in Elementary Education, Child Development, Recreation or related field; or a two-year degree in Child Development combined with childcare experience; minimum 18 quarter or 12 semester hours in Child Development/Early Childhood Education.
<b>required qualifications</b>	<ul style="list-style-type: none"> <li>Minimum one year experience working with school-age children in a classroom or group setting and curriculum planning experience.</li> <li>Must be able to recognize and act upon any hazards to a child's safety and well-being</li> <li>Desire to further the mission of the YWCA: Eliminating</li> </ul>

	racism and empowering women.
<b>desired qualifications</b>	<ul style="list-style-type: none"> <li>• Supervisory experience</li> <li>• Knowledge of child development</li> <li>• Familiarity with ODJFS licensing Regulations</li> <li>• Familiarity with Step Up to Quality</li> </ul>
<b>fringe benefits for employees</b>	<ul style="list-style-type: none"> <li>• Discounted child care for employees children in Westerville or Gahanna Elementary schools</li> <li>• Discounts with Verizon Wireless and Liberty Mutual Auto Insurance</li> </ul>
<b>posting dates</b>	Until Filled
<b>how to apply</b>	<p>Email resumes/applications to <a href="mailto:careers@ywcacolumbus.org">careers@ywcacolumbus.org</a> or send by mail:</p> <p>Human Resources YWCA Columbus 65 South Fourth Street Columbus, OH 43215</p>